

National Police Checking Service (NPCS) Informed Consent Form

Section 1: Personal Information

Names by which I am, or have been, known

Surname (Current) **First Name** (Current) **Middle Name/s**

Surname (Other) **First Name** **Middle Name/s**
 Maiden Alias Previous

Surname (Other) **First Name** **Middle Name/s**
 Maiden Alias Previous

If more room is required, list on separate sheet, sign and send the sheet with this application form.

Additional sheet included? Yes No

Date of Birth

Sex Male Female Unspecified

Place of Birth

Suburb/Town

State/Territory

Country

Permanent Residential Address Over Last Five Years

If full details are unavailable, include as much information as possible.

Number/Street (Current) **Period of Residence** YEAR to YEAR

Suburb **State** **Postcode** **Country**

Number/Street (Previous if applicable) **Period of Residence** YEAR to YEAR

Suburb **State** **Postcode** **Country**

Number/Street (Previous if applicable) **Period of Residence** YEAR to YEAR

Suburb **State** **Postcode** **Country**

If more room is required, list on separate sheet, sign and send the sheet with this application form.

Additional sheet included? Yes No

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Contact Details

Home Phone	<input type="text"/>	Work Phone	<input type="text"/>	Mobile Phone	<input type="text"/>
Email	<input type="text"/>				

Other Details (if applicable)

Australian Driver's Licence Number	<input type="text"/>	Issued By	<input type="text"/>
Firearms Licence Number	<input type="text"/>	Issued By	<input type="text"/>

Section 2: Proof of Identity

Documents must be selected from the list below

When applying for a National Police History Check, you must provide proof of your identity with this form (see Minimum Identity Requirements below). **All documents must be originals or certified true copies.** A certified copy means a document that has been certified as a true copy of an original by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth) – These persons include a Police Officer, Medical Practitioner, Legal Practitioner, Pharmacist and Dentist. For further details of persons who can certify documents, please refer to <http://www.legislation.gov.au/Details/F2016C00590>.

Change of Name

If all documents provided for 100 points of ID are under the same name you will not be required to provide additional ID documentation if you provide a maiden/alias name. If the 100 Points of ID provided are under two or more different names (e.g. birth certificate in maiden name and driver's license in married name) then further ID documents will need to be provided as evidence of a name (e.g. Change of Name or Marriage Certificate issued by a State or Territory Registry of Birth, Deaths and Marriages, or Divorce Papers issued by the Family Court). These documents must be originals or certified true copies and DO NOT count towards the 100 Points. If you use a change of name document you must have provided the other names you have used in Section 1 of this form.

Minimum Identity Requirements

You must provide:

- at least one document from either Category A or Category B, that is, you do not need to provide documents from both categories as long as all other minimum requirements are satisfied;
- at least one of your identity documents must contain a photograph. If you are unable to provide a listed document containing a photograph you must submit a passport style photograph of yourself certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth). – as detailed above;
- the combination of documents supplied should, as a minimum equal a total of 100 points; and
- evidence your full name and date of birth

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Document Type	Document	Points Value	Points Scored
Only one form of identification accepted from this category	Category A <ul style="list-style-type: none"> • Birth Certificate • Australian Passport (current, or expired within the previous two years, but not cancelled) • Australian Citizenship Certificate • International Passport (current, or expired within the previous two years, but not cancelled) • Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature) 	70	<input type="text"/>
Your first Secondary Document will score 40 points, any additional Documents will be awarded 25 points each	Category B <ul style="list-style-type: none"> • Current Licence or Permit (Government Issued) e.g. drivers licence • Working With Children/Teachers Registration Card • Aviation Security Identification Card/Maritime Security Identification Card • Public Employee Photo ID Card (Government Issued) • Department of Veterans' Affairs Card • Centrelink Pensioner Concession Card or Health Care Card • Current Tertiary Education Institution Photo ID • Reference from a medical practitioner (must have known the Applicant for a period of at least 12 months) 	40 or 25	<input type="text"/>
Each Supplementary Document will be awarded 25 points	Category C <ul style="list-style-type: none"> • Birth Extract • Foreign /International Drivers Licence • Proof of Age Card (Government Issued) • Medicare Card/Private Health Care Card • Council Rates Notice • Property Lease/Rental Agreement • Property Insurance Papers • Australian Tax Office Assessment • Superannuation Statement • Seniors Card • Electoral Roll Registration • Motor Vehicle Registration or Insurance Documents • Professional or Trade Association Card 	25	<input type="text"/>
If you wish to use more than one of these documents they must be from different organisations	<ul style="list-style-type: none"> • Utility Bills (e.g. Telephone, Gas, Electricity, Water) • Credit/Debit Card • Bank Statement/Passbook 	25	<input type="text"/>

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Document Type	Document	Points Value	Points Scored
SPECIAL PROVISIONS ONLY TO BE USED IF 100 POINT CHECK ABOVE CANNOT BE MET			
Recent Arrival – have been in Australia for 6 weeks or less <i>N.B: The full 100 point check is required when the applicant has been in Australia for longer than 6 weeks</i>	Current passport and proof of date of arrival	100	<input type="text"/>
Aboriginal people, Torres Strait Islander people or resident in a remote area/community	Please complete the <i>National Police Checking Service (NPCS) Proof of Identity (Special Provision) for Aboriginal and Torres Strait Islander People</i> and attach it to this document	100	<input type="text"/>
TOTAL POINTS			
			Total Points Scored
			<input type="text"/>

VERIFICATION – (OFFICE USE ONLY)

NOTE: To be completed by the Taxi Services Commission (TSC).

I declare that I have sighted the Applicant's original or certified true copy of documents and that the Applicant has met the Minimum Identity Requirements above. I am satisfied as to the correctness of the Applicant's identity.

Signature of authorised checking officer

Printed name of authorised checking officer

Date

Section 3: Any Additional Relevant Information

If you have any additional relevant information to assist in identity verification for this application, please add below (optional):

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Section 4: Purpose of the National Police History Check

Taxi Services Commission - Accreditation

This purpose includes applications for:

- the issue or renewal of accreditation to drive a taxi or hire car.
- the issue or renewal of accreditation to drive a bus.
- the issue of accreditation as a taxi operator or network service provider.
- the issue or transfer of a commercial passenger vehicle licence.
- the issue or renewal of a driving instructor authority.

Section 5: General Information

GENERAL INFORMATION

The TSC is collecting your personal information in this form in order to submit a National Police History Check (NPHC) on your behalf and to receive the results of this check. The TSC does this through a contractual arrangement with the Australian Criminal Intelligence Commission (ACIC) – the government agency responsible for criminal history record checking. The TSC is an Accredited Organisation and has contractual arrangements with ACIC to collect personal information on its behalf in order to submit a NPHC for an individual who is seeking accreditation or a licence under the *Transport (Compliance and Miscellaneous) Act 1983* and current Regulations, <http://www.taxi.vic.gov.au/acts-and-regulations>, or a driving instructor authority under the *Road Safety Act 1986* and current Regulations, <http://www.taxi.vic.gov.au/acts-and-regulations>. The TSC will use the results of your NPHC to determine your suitability for the accreditation, licence or authority for which you are applying.

Unless statutory obligations require otherwise, the information provided on this form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability or to maintain the records of ACIC and police agencies; or for law enforcement purposes. You will be required to complete another consent form for any future NPHCs.

NATIONAL POLICE HISTORY CHECK (NPHC)

Information on this Form will be used by ACIC and police agencies for checking action; it will also be used to update records held about you by ACIC and police agencies.

ACIC and Police Agencies will access their records to obtain and disclose Police History Information (PHI) that relates to you to the TSC.

PHI may include outstanding charges, warrant information and criminal convictions/findings/pleas of guilt recorded against you.

PHI is disclosed according to the applicable laws of the relevant jurisdiction and, in accordance with the relevant jurisdiction's information release policies. Applicable laws include but are not limited to spent convictions legislation.

The following links may be helpful in sourcing information on spent convictions in your State/Territory.

Commonwealth	www.comlaw.gov.au	Western Australia	www.slp.wa.gov.au
New South Wales	www.legislation.nsw.gov.au	Northern Territory	www.nt.gov.au/dcm/legislation/current.html
Queensland	www.legislation.qld.gov.au	Australian Capital Territory	www.legislation.act.gov.au
South Australia	www.legislation.sa.gov.au	Tasmania	www.thelaw.tas.gov.au
Victoria Police	www.police.vic.gov.au		

Limitations on accuracy and use of PHI

While every care will be taken by ACIC and police agencies to conduct a search of PHI that relates to you, the accuracy and quality of an NPHC issued by ACIC depends on accurate identification of you (including aliases), the comprehensiveness of police records and is based on the information provided in this form. If you do not complete the information requirements in this form the success and validity of your NPHC will be compromised. It is in your interest to provide full and complete details in this form.

If for any reason you do not agree with the results of your NPHC, please notify the TSC so that the NPHC dispute process can be initiated.

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TSC CONTACT DETAILS

You can contact the TSC's Privacy Officer about access to and collection of your personal information:

Email: privacy@taxi.vic.gov.au

Phone: 1800 638 802 (toll-free for fixed landlines only)

Post: Privacy Officer

Taxi Services Commission

GPO Box 1716

MELBOURNE VIC 3001

ACIC CONTACT DETAILS

For more information regarding the NPHC process or the handling of Personal Information and Police History Information, you can contact ACIC's National Police Checking Service on:

Phone: 02 6268 7900, or

Email: npcs@acic.gov.au

PROVISION OF INCOMPLETE, FALSE OR MISLEADING INFORMATION

An Accredited Organisation and an Applicant must take reasonable steps to ensure that the personal information collected or disclosed is accurate, complete and up to date.

You are asked to certify that the personal information you have provided on this form is correct.

It is a serious offence to provide false or misleading information on his form.

Section 6: Consent to Obtain Personal Information

National Police History Check

(BLOCK LETTERS and in BLACK INK)

I,

Family Name (Current)

Given Names (Current)

hereby:

1. acknowledge that I have read the General Information in Section 5 of this form and understand that information will be disclosed in accordance with applicable legislation and information release policies (including spent convictions legislation (however described) in the Commonwealth, States and Territories);
2. understand that the purpose for which I am seeking a NPHC may be in a category for which exclusions from Spent Convictions legislation may apply;
3. have fully and correctly completed this form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
4. acknowledge that the provision of false or misleading information on this form is a serious offence;
5. acknowledge that the TSC is collecting information in this form to provide to Australian Criminal Intelligence Commission (ACIC) (an Agency of the Commonwealth of Australia) and police agencies;

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6. consent to:
 - i. ACIC and police agencies using and disclosing my personal information to conduct a National Police History Check;
 - ii. the police agencies disclosing to ACIC, from their records, Police History Information that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and in accordance with the relevant jurisdiction's information release policies;
 - iii. ACIC disclosing the information sourced from the police agencies to the TSC,
7. acknowledge that any information provided by me on this form relates specifically to the purpose identified in Section 4 of this form;
8. acknowledge that any information provided by the police agencies or ACIC relates specifically to the purpose identified in Section 4 of this form;
9. acknowledge that any information sent, by mail or electronically, in relation to my form, including any identity documents, is sent at my own risk and I am aware of the consequences of these methods of lodgement.
10. acknowledge that personal information that I provide in this form may be disclosed to the TSC (including contractors or related bodies corporate) located in Australia or overseas. Refer to attached list if applicable; and
11. acknowledge that it is usual practice for an Applicant's personal information to be disclosed to police agencies for law enforcement purposes including the investigation of any outstanding criminal offences.

Note: The information you provide on this form, will be used only for the purpose stated above unless statutory obligations require otherwise.

Applicant's Signature

Date

D	D	M	M	Y	Y	Y	Y
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Parent/Guardian Consent – If you are under 18 years of age provide consent below from a parent /guardian.

Parent/Guardian Signature

Parent/Guardian name printed in full

Date

D	D	M	M	Y	Y	Y	Y
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